



IMPORTANT NOTICE
to
PASSPORT APPLICATION ACCEPTANCE AGENTS
September 19, 2016

Social Security Numbers Must Be Provided On All Passport Applications

This notice is to advise our Passport Application Acceptance Agents that effective October 1, 2016 all customers must write their Social Security Number (SSN) on their passport application. Customers who do not provide their SSN will experience delays in the processing of their application.

Please note the following:

- If a customer claims that he/she has never had a SSN
 - The customer must submit a written, signed statement that he/she has never been issued an SSN. This statement must be submitted with the application.
- If a customer refuses to provide his/her SSN but still wishes to apply for a passport
 - Continue to accept the application and include a note with the application that the customer refused to comply.

This requirement is a result of the FAST Act which became Public Law 114-94. It includes provisions related to the denial and revocation of U.S. passports and requires that customers provide their Social Security Number on their passport application.

Please contact your regional Customer Service Manager with any questions on this policy.